**To: ­** SCOE GO Management Team

**From:** Jewelee Hotchkiss

**Date:** September 11, 2017

**New Teacher/Educator Creative Curriculum Implementation Training**

* October 13 & 27 12:20-4:30 PM
* Pleasemake sure these staff register and attend both days :
* Infant/Toddler: Meliza, Elvira, Olga, Vera, Tatyana B
* Preschool: Elidia, Helen, Juliet, Janina, Tatyana N., Danielle, Reina, Kami, Alison, Evelyn, Cynthia T. Fatima, Debbie F, new Preschool ATs at Sylvan and Riverbank

**SCOE GO MT Meeting/Training—September 13th**

* Leadership book read is at 1:00. The homework from the Multipliers book is in the meeting invite
* Bring your policy binder and lap tops!

**DACA Information**

* Attached in an information handout from our law firm regarding DACA. Please share as appropriate

**Suspicious Phone Calls**

* If your site receives suspicious phone calls relating to paying fees, late payments or utility shut-off notices do not reply with a “Yes,” at any time. Simply thank them for their call and tell them you will look into it. Do not engage in a full conversation. Most of the time, these phone calls are frauds, often demanding payment.
* What you need to know – Should SCOE ever owe money to a vendor, our Business Office will be contacted and not the site directly.
* How to report – If your site receives these types of calls please call Kurtis Carr directly at: 238-1915.

**REMINDERS:**

* **Google Drives** Trainings September 15 & 22. Please encourage your staff to register for one session. Bring ipads!
* Monthly Supply orders at due 9/15
* **New SCOE GO Teacher/Educator Orientation** on 9/15. Chris and I will walk them through all the forms, processes in their job. This is mandatory
* **New** **CFS Staff Orientation** is 9/22, and it is mandatory **DIFFERENT FROM THE SCOE NEW EMPLOYEE ORIENTATION**
* First PLC for Center Based Staff is 9/29 the first one for Home Based is today. Admin has registered staff. Please refer to our SCOE GO Staff T-TA plan for PLC assignments under Professional Development on <https://www.findchildcarestanislaus.org/gohousekeeping>
* **SCOE Round Up is 9/29.** Please make sure all staff registers.

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**“Focus on your strengths, not your weaknesses.**

**Focus on your character, not your reputation.**

**Focus on your blessings, not your misfortunes.”**

**― Roy T. Bennett, The Light in the Heart**